

7 May 1976

STATINTL

MEMORANDUM FOR: [REDACTED] Executive Secretary  
Suggestion and Achievement Awards Committee

SUBJECT : Warning Signs at Elevators

REFERENCE : Suggestion 76-261

1. The Fine Arts Commission opposes the proliferation of signs of various kinds for various purposes in Agency buildings. We believe that they not only add visual clutter and detract from the general appearance of the public areas in Agency buildings, but we are convinced that few achieve the purposes for which they are intended. STATINTL

2. It is true that the Commission's guiding document, HR [REDACTED] states that the Commission "is concerned particularly with the [REDACTED] aspects of public areas in the Headquarters Building". This does not in our view place Agency building and grounds other than Headquarters outside the purview of the Commission, as suggested in [REDACTED] transmittal note of 3/29/76. STATINTL

3. Aside from the visual aspects of the matter, the logic of the suggestion eludes us. It would seem that the highest degree of safety in Agency buildings in the event of fire will not rest upon the existence of signs telling people what to do and what not to do, but upon everyone knowing in advance what to do and having practiced it, plus monitors or wardens properly stationed to make sure procedures are followed. STATINTL

[REDACTED]  
Chairman  
Fine Arts Commission

Distribution:

0&1 - Addressee (w/orig of incoming)

1 - FAC files (w/cy of incoming)

Ch/FA [REDACTED] (May 1976)

STATINTL

D-R-A-F-T  
JKK:jmc  
13 April 1976

STATINTL

MEMORANDUM FOR: [REDACTED] Exec Secretary, SAAC

SUBJECT : Warning Signs at Elevators

REFERENCE : Suggestion 76-261

1. The FAC opposes the proliferation of signs of various kinds for various purposes in Agency buildings. We believe that they not only add visual clutter and detract from the general appearance of the public areas in Agency buildings, but we are convinced that few achieve the purposes for which they are intended.

STATINTL

2. It is true that the Commission's guiding document, HP [REDACTED] states that the Commission "is concerned particularly with the visual aspects of public areas in the Headquarters Building". This does not in our view place Agency building and grounds other than Headquarters outside the purview of the Commission, as suggested in [REDACTED] transmittal note of 3/29/76.

STATINTL

3. Aside from the visual aspects of the matter, *the logic of the suggestion eludes us.* It would seem *to me* that the highest degree of safety in Agency buildings in the event of fire will not rest upon the existence of signs telling people what to do and what not to do. *But* ~~rather, maximum safety would depend upon everyone knowing in advance what to do and having practiced it *plus* and I should think, monitors or wardens properly stationed to make sure proper procedures are followed. A possible device to prevent use of elevators in case of fire would be for them to be programmed so that at the sounding of a fire alarm all elevators would immediately descend to the ground floor, the doors open and remain open until reset.~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional) ..

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

EXTENSION

NO.

76-261

DATE

6 April 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]  
Chairman, Fine Arts  
Commission  
2. 904 Magazine Building

Would appreciate the Fine Arts Commission evaluation of this suggestion with respect to Headquarters Building. STATINTL

3.

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12.

EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

14.

15.

FORM 1-69

610


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UNCLASSIFIED		CONFIDENTIAL	
UNCLASSIFIED		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Secretary	3/31/76	[Signature]
2	Suggestion Awards Comm.		
3	5E-54, Hqs.		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  The Safety Branch intends to adopt this suggestion as a standard for all buildings with the exception of the Headquarters Building. This (Hqs.) building is influenced by the Fine Arts Committee.			
		DATE	
Deputy Chief, Safety		3/29/76	
UNCLASSIFIED		CONFIDENTIAL	
UNCLASSIFIED		SECRET	

FORM NO. 1-67

237

Use previous editions

GPO : 1974 O - 533-857

(40)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
 SUGGESTION AND ACHIEVEMENT  
 AWARDS COMMITTEE  
 5-E-54, HEADQUARTERS

EXTENSION

NO.

76-261

DATE

27 February 1976 STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

[REDACTED]  
 4E 58 Headquarters

RECEIVED

FORWARDED

2 MAR 76

SB

For Safety Staff evaluation, please.

STATINTL

2.

DC/Phy SD

4 MAR 1976

49

L

3.

C/Safety

5 MAR 1976

15 Mar

S

4.

5.

DC/Phy SD

16 MAR 1976

16 MAR 1976

[Signature]

6.

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11.

[REDACTED]  
 8

17 MAR 76

SB

12.

EXECUTIVE SECRETARY  
 SUGGESTION AND ACHIEVEMENT  
 AWARDS COMMITTEE

3/18/76

SB

13.

5-E-54, HEADQUARTERS

14.

15.

Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020015-1

## SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

76-261

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):
2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The Safety Branch is entirely in support of an award for the suggester; in fact, Key Building went along the same line and installed their warning signs outside prior to the suggestion.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

Security Div., OS

WEB

FORM 2-70

244b

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(43)

Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020015-1

76-261

27 February 1976<sup>STATINTL</sup>

STATINTL

For Safety Staff evaluation,  
please.

STATINTL

## SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

76-261

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Warning signs for personnel not to use the elevators in case of fire were placed inside of the elevators. Of course, in order to read the signs one had to enter the elevator, face the control switches, and then it was too late.

[REDACTED] simple suggestion to place the warning signs outside of the elevators was immediately implemented by the NPIC Safety Officer.

The NPIC Panel feels that this common sense suggestion results in moderate/extended safety benefits to all [REDACTED] tenants as well as to visitors. It is recommended that [REDACTED] be given a \$100 intangible award.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

NA

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

Moderate/Extended - \$100 Intangible Award

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

[REDACTED] - Hqs. Safe [REDACTED]

DATE  
18 February 76

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☐ SECRET (43)

☐ SECRET (43)

☐ SECRET (43)



STATINTL

TITLE OR SUBJECT OF SUGGESTION Fire Warning Signs For [REDACTED] Elevators	SUGGESTION NO. 76-261
<p>PRESENT METHOD</p> <p>The present method of warning personnel not to use the elevators in case of fire consist of signs on the inside of the elevators. These signs cannot be read without first entering the elevators.</p>	
<p>SUGGEST</p> <p>I suggest that these signs be placed on the outside in front of the elevators. This will allow building personnel to read the warning signs before entering the elevators. (This suggestion has already been implemented.)</p>	
<p>ADVANTAGES</p> <p>The advantage is building personnel will not be trapped inside the elevators while reading the signs warning them not to use in case of fire.</p>	

FORM 244  
(2-74)USE PREVIOUS  
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